

TEMPORARY USE PERMIT SUBMITTAL REQUIREMENTS

FOR TEMPORARY DONATION COLLECTION BINS

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete. Any submittal may require additional items.

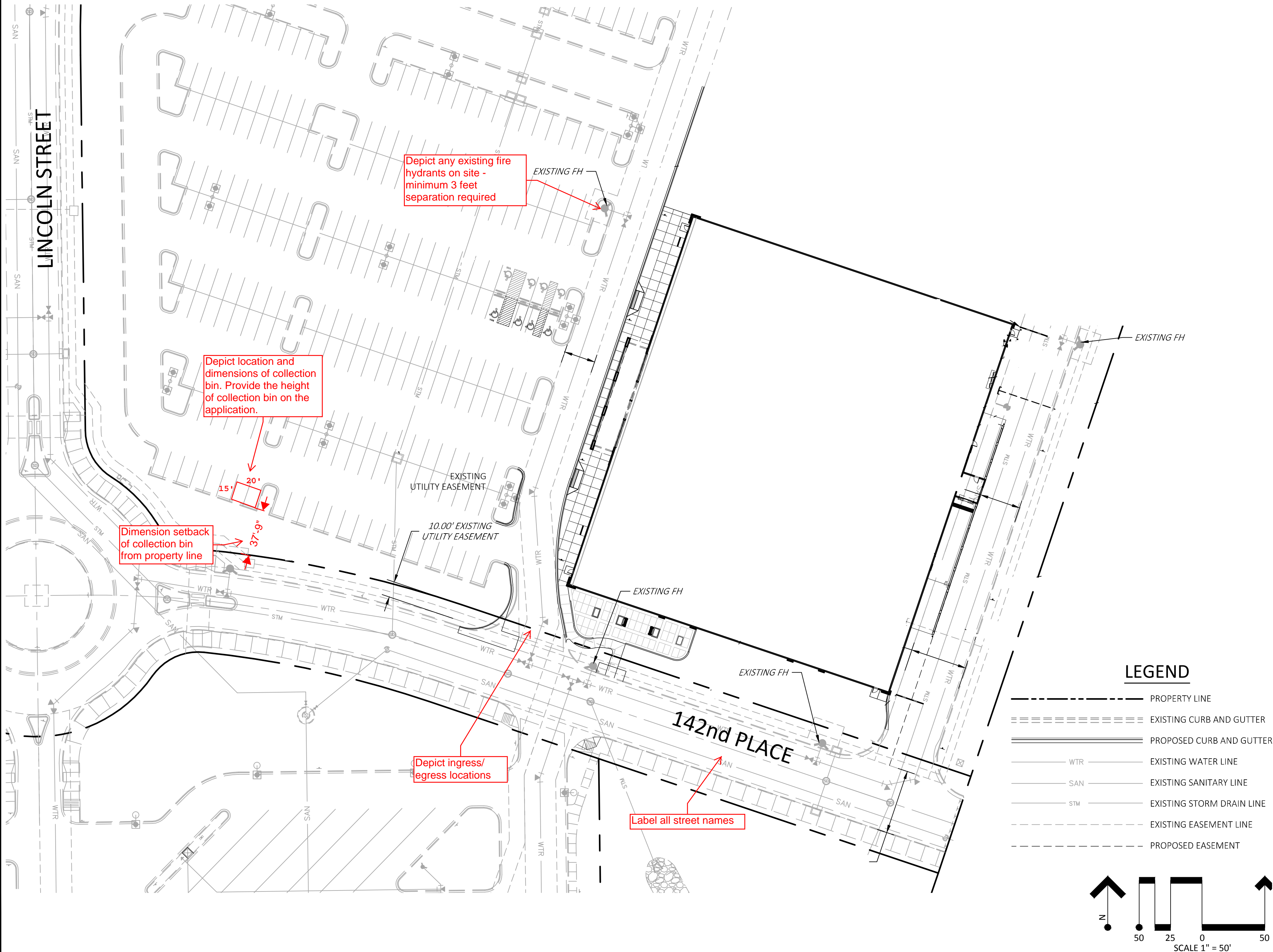
1. **Application Form – must be signed by Property Owner**
2. **Application Fee** – refer to checkboxes on application form
3. **Letter of Intent:**
 - Purpose of the request
 - Location of temporary use
 - Describe all structures to be placed on the site
4. **Site Plan** – 1 set drawn to scale, 8 ½" x 11" minimum. Include:
 - Show size and location of collection bin.
 - Show distance of the proposed temporary use to all property lines.
 - Indicate ingress and egress locations.
 - Indicate any driveway access.
 - Indicate parking locations.
 - Indicate existing fire hydrants on site.
5. **Owner Authorization Form**
6. **Graffiti Removal Authorization Form**

This is a general list of requirements. Some projects may require more or less information. The attached example may not include each element of the list. However, each element should be reviewed for inclusion on a submittal.

Typical processing time is 7-10 days after the application is accepted as complete. The application and all submitted graphics will be reviewed.

These review requirements are designed to maximize staff efficiency. Deviation from the above may increase review and processing time.

Temporary Donation Collection Bin Site Plan Example





Owner Authorization for Temporary Donation Collection Bins

Please use a separate authorization form for each parcel/property address

I authorize the placement of a Temporary Donation Collection Bin on my property.

I authorize the removal by the City of Thornton or its contractors of the Temporary Donation Collection Bin, and any items dumped outside the bin if the maintenance requirements specified in Section 18-370(b) are not met.

I understand that the City or its contractors do not guarantee the structural or aesthetic soundness of the areas from which items will be removed and that, even in the exercise of due care, damage or injury to property may result. I acknowledge that the City or its contractors will determine the method to remove the Temporary Donation Collection Bin. I fully release the City, its employees and contractors from all claims, actions or demands for damage of whatever nature to the property in connection with, or by reason of, the bin removal.

I agree to indemnify and hold harmless the City, its employees and contractors from all liability claims, including defense costs and legal fees of any nature whatsoever, arising from or connected with the Temporary Donation Collection Bin removal.

I have the authority to allow Temporary Donation Collection Bin removal on my property. The representations I have made are true. I understand the terms and have voluntarily signed this form.

Signature of Property Owner

Date

Print Name

Title, if commercial property

Address of Property

Business Name, if applicable

Contact Person

Contact Telephone Number



Authorization to Enter and Remove Graffiti from Temporary Donation Collection Bins

Please use a separate authorization form for each parcel/property address

Select only ONE option:

- ☐ I authorize the City, either its employees or contractors, to enter and remove the graffiti from my property based on the conditions below for graffiti present at any time during the program until I revoke the permission in writing.
- ☐ I authorize the City, either its employees or contractors, to enter and remove the graffiti from the temporary donation collection bin on my property, at no cost to me, based on the conditions below for only the graffiti present on the following date: _____.
- ☐ I will have the graffiti removed from my property within 10 days from today.

I agree that the City of Thornton, either its employees or contractors, may enter my property to remove the graffiti.

I understand that the City or its contractors do not guarantee the structural or aesthetic soundness of the areas from which graffiti will be removed and that, even in the exercise of due care, damage or injury to property may result. I acknowledge that the City or its contractors will determine the method to remove the graffiti. I fully release the City, its employees and contractors from all claims, actions or demands for damage of whatever nature to the property in connection with, or by reason of, the graffiti removal.

I agree to indemnify and hold harmless the City, its employees and contractors from all liability claims, including defense costs and legal fees of any nature whatsoever, arising from or connected with the graffiti removal.

I have the authority to allow graffiti removal on my property. The representations I have made are true. I understand the terms and have voluntarily signed this form.

Signature of Property Owner

Date

Print Name

Title, if commercial property

Address of Property

Business Name, if applicable

Person to Call to Schedule Graffiti Removal on Property

Contact Telephone Number

To report graffiti contact the Graffiti Hotline 720-977-5099 or graffiti@cityofthornton.net.

APPLICATION FORM – CHECK TYPE OF REQUEST BELOW:

Zoning (Z)

- ☐ Rezoning/Zoning Amendments \$695
☐ Planned Development Zoning \$695, plus \$15/acre
 (round up to the next whole acre)
☐ PD Zoning Amendment (Administrative) \$695

Appeal

- ☐ Staff/DPAB Decision \$90

Variance (V)

- ☐ Variance Request \$115

Conceptual Site Plan (CSP)

- ☐ Conceptual Site Plan \$695

Comprehensive Plan Amendment (SPCD)

- ☐ Comp Plan Amendment \$350

Development Permit (DP)

- ☐ Development Permit \$580
☐ Specific Use Permit (D.P. Required) \$115
☐ DP Amendment (DPAB**) \$290
☐ DP (Amendment (Administrative) \$250

Subdivision Plat (SUB)

- ☐ Subdivision Plat \$230, plus \$15/acre
 (round up to the next whole acre)
☐ Subdivision Plat Amendment (SUBA) \$250

Engineering

- ☐ Construction Drawings (CDs) (No Fee)
☐ Floodplain Development Permit \$600
 (Additional Application Required [here](#))
☐ Pond Certificates (No Fee)
☐ Grading and Erosion Control (No Fee)

Other

- ☐ Minor Development Permit (MDP) \$100
☐ Limited Use Permit
☐ Temporary Use Permit (TUP) \$90
☐ Vacation of Right-of-Way \$250
☐ Oil and Gas Permit \$695, plus \$15/acre

ONE APPLICATION FORM PER EACH REQUEST OTHER THAN SPECIFIC USE PERMITS

Application Date: _____

Project Description/Reason for Application: _____

Property Address (provide Cross Streets if unknown): _____

Adams County Parcel #(s): _____

Gross Area (Acres): _____ (Square Feet): _____ **Current Zoning:** _____ **Proposed Zoning:** _____

Existing Land Use(s) & Structures: _____

Proposed Land Use(s) & Structures: _____

Do prairie dogs currently exist on the property? Yes: ☐ No: ☐

Applicant: _____ **Telephone:** _____

Address of Applicant: _____ **Email:** _____

***Applicant Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

***Land Owner Signature:** _____ **Print Name:** _____

Land Owner: _____ **Telephone:** _____

(if the same as applicant- put "same")

Address of Land Owner: _____ **Email:** _____

Land Owner Signature: _____ **Print Name:** _____

NOTE – If there are more than two owners, a letter/letters containing their signatures must be attached to the application authorizing the applicant to act on behalf of the identified owner(s).

***Signatures from the Applicant and the Land Owner are required. Signatory may be duly authorized agent of the record owner. All communications will be sent to the applicant. The signature of the property owner acknowledges their awareness of the request being made on their behalf and authorizes the identified applicant to represent the owner in the request being made to the City of Thornton.**

Development Submittal Instructions

City of Thornton land use applications may now be submitted electronically or in person. Please follow the steps below to assist you in submitting your proposal or for resubmitting documents.

By Email or File Transfer Site:

- If your attachments are less than 7MB: Email your application and supporting PDF documentation to developmentsubmittals@thorntonco.gov
 - 1) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 2) You will be contacted by city staff once the documents have been received, accepted as complete and to confirm payment for new and applicable submittals.
- If your attachments are larger than 7MB: Upload your submittals through Google Drive using the following instructions:
 - 1) If you do not have one already, please create a Gmail Account. They have directions on creating an email account here: <https://support.google.com/mail/answer/56256?hl=en>
 - 2) Use the link [here](#) or copy/type the URL Below into your browser:
<https://drive.google.com/open?id=1szCf8FVIGO76naq-xwQvFggt61otfAhi>
 - 2) Email developmentsubmittals@thorntonco.gov when you have completed your upload indicating your application has been submitted.
 - 3) Please state in your email if you wish to pay by credit card over the phone, mail in a check, or hand deliver payment. Case processing will not begin until the fee is paid.
 - 4) You will be contacted by city staff once the documents have been received and to confirm payment.

Notice to All Applicants

- A check-in meeting with staff is required as part of every application submittal.
- If paying with a credit card, please submit the application materials by 4:00 p.m. so we can process the card the day of the submittal.
- Applicants will be given a written summary and verbal explanation of any deficiencies that need to be corrected.
- If you have any questions, contact City Development at 303-538-7295.

City of Thornton

City Development
9500 Civic Center Dr.
Thornton, CO 80229

303-538-7295